

	Portales Police Department Standard Operating Procedure & Policy	SOP #	106.01
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1700 N. Boston St. Portales NM, 88130	Weapons	Effective Date	
(575) 356-4404		Approval:	Pat Gallegos, Chief of Police

I. STATEMENT OF PURPOSE

A police officer's firearm is perhaps the most commonly perceived symbol of his authority and role. In the interest of public safety and police professionalism, the department sets herein high standards of performance for its personnel who use weapons. The department's policy ensures that members are properly trained not only in the use of appropriate firearms, but also in their maintenance. In addition, the department believes that off-duty use of weapons, plus the selection and wearing of on-and off-duty holsters must follow standards enforced by supervisors and the department armorer.

The purpose of this directive is to establish policies and procedures regarding training, approved weapons, and related equipment. Officers are not permitted to routinely switch back and forth between different handguns and types of handguns. During a shooting incident, it is imperative that an officer be able to instinctively operate an assigned or authorized weapon proficiently. Routinely switching weapons puts an officer at a distinct disadvantage which could be fatal.

No officer shall be permitted to carry a weapon until proper training has been received and the officer has qualified with the weapon. Each officer will be provided with a copy of the Department's Use of Force policy prior to being allowed to carry a weapon. All officers, while on duty and within their jurisdiction, must have a department authorized handgun immediately accessible. Uniform officers must carry authorized handgun while on duty.

II. PRIMARY HANDGUN

- A. The Department shall inspect and approve each commissioned officers handgun.
 1. All officers must carry the department issued .45 or 9mm caliber handgun, unless approved by the Chief of Police to carry a personal owned handgun.
 2. Animal Control Officers are not authorized to carry any type of

handguns.

- B. While in an on-duty status, all officers will be armed with the department issued handgun or approved personal weapon carried in an approved holster. Only magazines and pouches issued or authorized by the department will be carried. The department shall issue .45 & 9mm caliber ammunition for the weapon. Any other caliber ammunition must be approved by the Chief of Police and the officer is responsible for purchasing the ammunition.
- C. Any modifications must be approved in writing by the Chief of Police.
- D. All department issued firearms will be inspected twice a year by the Range instructor and the Department Armorer. Unsafe weapons will be removed from service until repaired.
- E. Integral flashlight systems and holsters that are not highly aggressive in uniform appearance, and approved by the Firearms Instructor, are authorized for on-duty use. (The unit must be quickly detachable and small in size).
- F. All weapons issued will be recorded with the weapon type, serial number, date of issue and officer it was issued to. This will be maintained by the Range instructor and/or Armorer.

III. OFF-DUTY HANDGUN

- A. Officers may carry their Department issued firearm while off duty. The weapon will be loaded with Department approved ammunition and must be carried concealed. If an off duty weapon is carried in plain view the officer shall display his badge of office.

Exceptions:

Off-duty officers shall not carry a firearm when socially inappropriate (e.g., at a sports event etc.) and shall not when consuming alcoholic beverages or when going into a licensed liquor establishment.

- 1. Off-duty weapons shall be carried safely.
- B. Officers may carry a firearm other than their issued duty weapon, off-duty, if it meets the following guidelines:
 - 1. Firearms must be authorized by the Department and the Range Master.
 - 2. An Officer must qualify each year on the Department qualification

course prior to carrying each firearm.

- C. Holsters, extra magazines or speed loaders are not required for qualification or when the weapon is being carried off-duty. The weapon must be carried in a manner where it is safe and secure.
- D. All off-duty weapons to be carried must be authorized by the Range Master. Officers wanting to change weapons must qualify with the new weapon only at regular qualifications.
- E. All firearms will be inspected and approved by the Range Master and the Department Armorer prior to being carried.

IV. BACK-UP HANDGUN

Officers are authorized to carry back-up firearms that meet the same guidelines as stated in Off-Duty Weapons listed above, under section B. Back-up firearms are to be used as a last resort weapon when primary weapon has been exhausted or is inaccessible.

V. SHOTGUNS/RIFLES

A. Shotgun

1. Every officer may only carry a departmental approved shotgun upon passing the shotgun qualification course.
2. Every officer must qualify annually with the shotgun.
3. Shotguns must be kept in a safe and working condition.
3. Every officer is responsible for the safety of the shotgun.
4. While being stored in the patrol unit the shotgun will have a full magazine, chamber empty and the weapon will be on safe.
5. Only shotguns with orange markings maybe used by members of this department to deliver less lethal rounds at an assailant. Officers may only use these rounds and use the shotgun to deliver them after obtaining the proper training on less lethal ammunition.
6. Department issued 00 buckshot and slug ammunition is the standard load for the shotguns. Any other ammunition must be approved by the Chief of Police.
7. Pistol grips and extended magazines will be authorized for the

shotguns with the approval of the Chief of Police.

B. AR-15

1. Every officer may carry a departmental approved AR-15 equipped with departmental approved magazines and accessories. Officers will not modify or add to the AR-15 unless there is prior approval from the Chief of Police.
2. Prior to carrying an AR-15 officers will pass a training program with the rifle and will qualify with the rifle. The qualification course will be approved by the NM Law Enforcement Academy.
3. After the initial training course and qualification, officers will be required to qualify with the AR-15 once a year.
4. Ammunition shall be only department issued ammunition.

C. Classroom instruction

All police department personnel shall, if duties require carrying firearms, receive classroom familiarization with their firearms before obtaining permission from the firearms instructor to enter the firing range.

VI. RANGE PROCEDURES

A. Only sworn or non-sworn personnel of the Department will be allowed on the range.

1. Other personnel must remain in designated areas as established by the Firearms Instructor.

B. Other than the Range Officers, no other personnel will be allowed on the line unless they are firing.

C. All personnel must report to the Range at least fifteen minutes prior to firing time.

D. All weapons will be cleaned prior to use on the Range. Personnel with dirty weapons will not be allowed to shoot until their weapon has been cleaned and inspected.

1. Prior to qualification, all weapons must be checked by the Department Firearms Instructor to check the condition of each firearm.

E. All personnel will comply with the Range Safety Rules at all times.

1. Muzzles are always pointed downrange
2. On the command of “Cease Fire” or “Whistle Blast”, stop firing and listen to the next command
3. Do not anticipate range commands, Stay with the group
4. Do not move forward of the firing line without authorization from the line instructors and/or range master
5. While on the firing line, do not bend down and pick anything up unless given the “OK” from the line instructors and/or range master
6. Do not depart the firing line without authorization from the line instructors and/or the range master
7. No one will move forward of the firing line unless all weapons are in the hung position
8. Keep talking to a minimum on the line so that you are able to hear the commands from the line instructors and/or range master
9. There will be ABSOLUTLEY NO HORSEPLAY on the firing line
10. Correct malfunctions on your own. If you need support, do not turn around, raise you're non-firing hand and an instructor will assist you
11. We run a HOT RANGE, which means once the weapon is loaded it remains loaded unless given the specific instructions from the line instructors and/or range master
12. Shoot only at your target unless told to do otherwise by the line instructors and/or range master
13. Shoot only the area of the target designated by the line instructors. If one is not identified, shoot center mass
14. During turns be keenly aware of your muzzle; do not flag the shooters to your left and right

15. When walking and shooting do not drag behind the moving firing line or run ahead, stay with your fellow shooters
16. No steel target will ever be shot closer than 10 yards (30 feet)
17. Everyone is a safety officer and can call “CEASE FIRE” if they see an unsafe act. The range master is the only one who can make the range “HOT” again
18. All unsafe acts must be reported. Safety violators are subject to removal from the range
19. Do not put brass in your hats or pockets, this may cause lead contamination
20. Wash your hands in cold water after firing, the cold water keeps the pores closed and prevents lead from entering the body
21. No alcohol, drugs, or prescription drugs (includes over-the-counter medication) are tolerated on the range
22. If alcohol is smelled on your person or you are suspected of being under the influence of drugs or prescription medication you will be removed from the range
23. If you are taking any type of medication immediately report it to the range master prior to every training event

VII. QUALIFICATION CRITERIA

- A. All officers must train and qualify yearly with the firearms they carry on duty, unless exempted by the Chief of Police. All officers who have been exempted from the qualifications must attempt to qualify within fifteen (15) days after the expiration of the exemption. Officers rehired must qualify within fifteen (15) days of their rehiring.
- B. Only those officers who have met the Department's minimum requirements for demonstrated proficiency in the use of firearms shall be allowed to carry firearms in the course of their employment.
- C. Demonstrated proficiency shall mean achieving a minimum score of 80% on a prescribed course supervised by a person designated by the Chief of Police.

- D. Dates and times for qualifications shall be set by the Firearms Training Instructor.
- E. For safety reasons and expediency in training and/or qualifications, the Firearms Training Officer will be in command of the range activities. Any officer violating range rules as set by the Firearms Training Officer will be disqualified and ordered from the range.
- F. It is the responsibility of the Firearms Training Instructor to insure that all members train/qualify each year. A list will be sent to the Chief of Police by the Firearms Training Instructor of those officers who fail to comply with the required firearms training and/or qualifications.

VIII. HANDGUN QUALIFICATION CRITERIA

- A. Officers failing to qualify on their first attempt will be given a second attempt to qualify.
- B. Officers failing to qualify on the second attempt must complete an 8 hour remedial course and be given a third attempt to qualify within seven (7) calendar days.
- C. Officers failing to qualify on the third attempt will be removed from armed duty status and must complete a full basic handgun course and be given a fourth attempt to qualify within seven (7) calendar days.
- D. Officers failing to qualify on the fourth attempt will be terminated.

IX. SECONDARY WEAPONS QUALIFICATION CRITERIA

- A. Officers failing to qualify on their first attempt will be given a second attempt to qualify.
- B. Officers failing to qualify on their second attempt will not be permitted to carry the secondary weapon until the completion of an 8 hour remedial training course and will be given a third attempt to qualify.
- C. Officers failing to qualify on their third attempt will not be permitted to carry the secondary weapon.

X. AMMUNITION

- A. Duty Weapon
 - 1. The only ammunition that officers will carry in their handguns and magazines is that which is approved by the Department.

2. Officers shall inspect all rounds prior to loading their weapon and make periodic inspections for damaged rounds.
3. Department issued ammunition will be used and replaced on an annual basis.
4. The Department will provide .45 and 9 mm caliber ammunition used for firearms training and qualifications. Any other caliber must be approved by the Chief of Police and provided for by the officer requesting to carry the round.

B. Off-Duty/Back-up Weapon

1. The department may supply ammunition if it is available and financially feasible, with approval of the Chief of Police. Otherwise, Officers must supply their own ammunition which must be approved by the Range Master.
2. No armor piercing, incendiary, Glazier safety slug, or remanufactured ammunition will be authorized.
3. Ammunition must be replaced at least annually.
4. Ammunition used for qualifications must be provided by the officer.

C. Other Authorized Departmental issued weapons

1. Officers will only carry department issued shotgun rounds in the department issued shotgun.
2. Officers will only carry department issued rifle rounds in the department issued rifles.
3. Officers authorized to carry other department issued firearms will carry it loaded with department issued ammunition.

IX. HANDLING OF FIREARMS

- A. The authority to bear firearms carries with it an obligation and responsibility to exercise discipline, restraint, and good judgment in their use. The officer must keep in mind that when firing a weapon, there always exists a danger to innocent parties.
- B. As a general rule, when in presence of the public, a handgun should be drawn only when the officer or his/her superior has sufficient cause to expect it will be used and the officer is preparing for its use. Shoulder

weapons (long arms) may be displayed as their use may require.

- C. If possible, a verbal warning should be given before engaging in the use of deadly force.
- D. A handgun, rifle or shotgun muzzle shall not be held in direct contact with an individual, except as a last resort.
- E. Firearms shall be secured as soon as practicable after determining that the use of deadly force is not necessary.
- F. Officers shall not exhibit any weapon within the police building or grounds. An officer's weapon may be removed from his holster to be placed in a secure area or during a weapons inspection.
- G. Officers shall not load or unload any weapon inside the police building unless the weapon is being processed for a criminal offense or for an inspection by a supervisor.

X. DISCHARGE OF FIREARMS

- A. Officers may discharge a firearm under the following circumstances:
 - 1. To safely destroy an animal that represents a threat to public safety; as a humanitarian measure where the animal is seriously injured and other alternatives have been exhausted
 - 2. During range practice or competitive sporting events
 - 3. For ballistics and scientific testing
 - 4. In defense of a life
- B. Firing a weapon should be for the intent of rendering the person at whom the weapon is discharged incapable of continuing the activity prompting the officer to shoot.
- C. Warning shots are prohibited.
- D. Firing a weapon at or from a moving vehicle should not be considered except as the ultimate measure of self-defense or defense of another when the suspect is using deadly force.

Under no circumstances will an officer fire at a moving motor vehicle with the intent of rendering the motor vehicle incapable of being operated. However, an officer may, under extreme circumstances, discharge his weapon at a suspect inside a moving motor vehicle with intent to stop the

suspect's action(s).

- E. Firing at a fleeing person will not be considered justified unless the officer reasonably believes that the person he/she is considering shooting poses an imminent threat to human life.
- F. When an officer discharges a firearm accidentally or in the line of duty, except at firearms qualifications, his immediate supervisor will be notified as soon as possible, but never later than the conclusion of his tour-of-duty.
- G. When a duty firearm is discharged, on or off-duty, the officer shall file a written Use of Force Report of the incident through established channels to the Chief of Police.

If an officer is unable to write the report, the duty supervisor will ensure the necessary reports are properly prepared and forwarded.

- H. Division Lieutenants shall review reports of discharge of firearms with the assistance of the supervisor in charge. The division lieutenant will investigate the facts and will submit a report of his findings and recommendations. A copy of the report will be forwarded to the Chief of Police

XI. CARE OF WEAPONS

- A. All officers are responsible for maintaining assigned and approved weapons and keeping them clean.
- B. Willful or negligent damage to a department approved weapon by an employee shall not be tolerated. Incorrect or negligent use of a weapon is prohibited.
- C. All officers shall, by every practical means, secure all weapons from unauthorized access. Department approved firearms shall not be left in unsecured vehicles while on-duty or off-duty or when the vehicle is unattended for extended periods of time. Weapons shall be removed from an officer's assigned vehicle and secured during his regular days off and during off hours. Furthermore, officers will assure that weapons are not left unsecured or unattended during workout or personal times while at the police station.
- D. Officers are responsible for inspecting their approved weapons for safety and maintenance needs and ensuring that the weapon is safe and functional at all times. Weapons shall be subject to random and monthly inspections by a supervisor for proper lubrication and cleanliness.

- E. All repairs on department issued weapons shall be performed by Department Armorer or certified gun smith coordinated through the Range Master.
- F. Department weapons found to be defective shall be delivered to the Department Armorer for repair. If necessary he will issue another weapon for use during this repair period.
- G. All weapons stored at home should be secured with a gun lock. All officers should utilize this lock to secure the weapon, separate the firearm from the ammunition and keep out of the reach of children and other inexperienced or unauthorized persons.

XII. DEFENSIVE EQUIPMENT

A. ASP Baton

- 1. The ASP expandable baton is the only baton authorized for carrying and use by officers of the Department. Personal ASP must be approved.
- 2. The ASP is issued to all commissioned officers. Uniformed officers who are considered first responders are required to carry the ASP in the appropriate manner while on duty. Other uniformed officers and non-uniformed officers may carry the ASP at their discretion.
- 3. Officers are not approved to carry an ASP until successful completion of approved baton training.
- 4. If an officer's authorization to carry the baton is revoked, the Baton instructor shall notify the officer's supervisor.
- 5. Officers are responsible for maintaining the ASP baton so that it is safe and reliable for use.
 - a. Damaged, warped or incomplete batons must be reported immediately to the officer's supervisor for repair or replacement.
 - b. No alterations or modifications shall be made to the ASP without the approval of either the Defensive Tactics Coordinator or the Patrol Commander.
- 6. On a periodic basis, in conjunction with firearms qualifications, officers will complete continuing training under the supervision of a certified Baton instructor. This allows officer's to continue

demonstrating proficiency. This proficiency demonstration will be documented.

B. Chemical Spray

1. Oleoresin Capsicum spray, otherwise known as OC Spray, is made with the plants from the genus capsicum, and is the only chemical spray authorized for use by this Department. Peppers are the active ingredient in OC Spray which comes in concentrations of 5% and 10%.
2. No officer shall be issued or authorized to carry or use chemical spray until the officer has successfully completed a course of training under the direction of a NMLEA certified instructor. Officers must be specifically authorized to carry chemical spray.
3. Portales Police Department recommends all officers to carry and be certified in the use of OC spray as this provides the officer with an additional tool for officer safety issues and is listed as one of the responses in the RCM (Reaction Control Model). However, Officers may carry OC at their discretion.
4. Officers who have been authorized to carry chemical spray shall be required to attend a training session at least once per year. This training will be documented by the instructor and turned over to the Department Training Coordinator for documentation.
5. An instructor may revoke an officer's authorization to carry chemical spray if the officer fails to demonstrate proficiency.
6. An officer's authorization to carry chemical spray may be revoked with cause by a supervisor.
7. If an officer's authorization to carry chemical spray is revoked, the instructor will notify the officer's supervisor and the Training Section by memorandum.
8. Only department issued chemical spray may be carried.
9. Officers shall not alter or modify the chemical spray canister or any part of the trigger mechanism in any manner.
10. The OC spray canister shall be inspected on a monthly basis by the officer's supervisor.

C. ELECTRONIC INCAPACITATION DEVICE – ADVANCED TASER

1. ELECTRONIC INCAPACITATION DEVICES:

The ADVANCED TASER is a Conducted Energy Weapon; an electronic incapacitation device. It is a defensive weapon, which is listed in the force continuum as O. C. spray and soft empty hands. The ADVANCED TASER functions in two ways;

- 1) It uses compressed nitrogen to project two probes a maximum of 21 feet. An electrical signal is then sent to the probes, via small wires, which disrupts the body's ability to communicate messages from the brain to the muscles and causes motor skill dysfunction.
- 2) Acts as a touch stun system when brought into immediate contact with a person's body.

The decision to use the ADVANCED TASER is based on the same criteria the Officer uses when selecting to employ O. C. spray, or a baton. The decision must be made dependant on the actions of the subject(s) or the threat facing the Officer(s), and the totality of the circumstances surrounding the incident. In any event, the use of the ADVANCED TASER must be reasonable and necessary.

The ADVANCED TASER is not meant to be used in deadly force situations. The ADVANCED TASER must not be used without a firearm back up in those situations where there is a substantial threat towards the Officer(s) or others present.

The ADVANCED TASER provides a force option in which the officer does not have to get dangerously close to a threat before deploying the tool. Using the ADVANCED TASER may greatly reduce the need for other types of physical force by the Officer(s) resulting in a serious or potentially deadly injury to the offender, Officer, or others present.

Any use of an electronic incapacitation device contrary to the direction of this policy can result in the revocation of the Officer's right to use such product and may subject the Officer to disciplinary action.

2. **ISSUING OF THE ADVANCED TASER;**

Department personnel shall only carry and use the ADVANCED TASER or electrical incapacitation devices approved by the Chief of Police. Members may only use Department issued ADVANCED TASER cartridges.

Department issued ADVANCED TASERs may be assigned to patrol supervisor units and specialty units.

The shift supervisor should have an ADVANCED TASER in their assigned vehicles at all times.

A record will be kept of all ADVANCED TASERs, their serial numbers, and

what Officer or division they have been issued to. In the event that an ADVANCED TASER is returned for repairs or no longer remains the property of the Portales Police Department, the use history of that particular ADVANCED TASER will be downloaded using the data port access and appropriate software. The use history will be maintained for a period of 3 years from the date the ADVANCED TASER was taken out of issue.

Use histories will be run on each ADVANCED TASER once each year. Any indications of misuse of the device may result in disciplinary action or revocation of the users certification.

3. **TRAINING AND CERTIFICATION:**

All members who carry and/or use an ADVANCED TASER must first successfully complete a 4 hour ADVANCED TASER familiarization program, to include written practical tests. A mandatory re-certification program will be completed annually. The re-certification will be a minimum of 2 hours.

4. **USE OF A TASER ON VICIOUS ANIMALS:**

The full effect of an ADVANCED TASER on animals is not yet proven. However; field deployments have shown positive results and the ADVANCED TASER has been an effective tool against vicious animals. *Animals have also shown the ability to quickly recover from the effects of the ADVANCED TASER, due to differences in their nervous system. As soon as the ADVANCED TASER temporarily disables the animal, Officers should be prepared to act quickly with control devices or restraints.* Using the ADVANCED TASER against vicious animals may reduce the need for greater, more injurious force against such animals. Personnel should deploy an ADVANCED TASER on an animal when other conventional means to control the animal have been exhausted, or may be unreasonable. The use of an ADVANCED TASER on an animal should be based on the attempt to provide a safer, more humane and less traumatic conclusion to the incident.

Officers should be prepared to use other means of justified force if necessary, and should use conventional means of animal control if feasible. *Conventional means of controlling the animal (e.g.: control sticks, collars, cages) should be on hand, at the scene, if possible, prior to the use of the ADVANCED TASER. Personnel should be prepared to apply conventional controls once the ADVANCED TASER subdues the animal.* An ADVANCED TASER may be deployed on an animal when:

1. A vicious animal is threatening or attacking a citizen, an Officer, or other animal and the use of other force is not reasonable, or may not be desired given the situation.

2. A vicious animal has threatened or attacked a citizen, an Officer, another animal, or has caused a continuing public nuisance and the vicious animal needs to be controlled for reason of public peace or safety, preservation of property, or other legitimate purpose; and the animal poses an active threat to Officers in their efforts to perform their duty.

Other sections of this policy that apply to issuance, training/certification, deployment procedures, precautions and duties also apply to this section; although the other sections apply generally to deployments against persons.

Center mass of the animal should be targeted. Care should be taken that the head and other sensitive areas of the animal are not targeted. It is understood that deployment against vicious animals may be Very dynamic in nature and the probes may impact unintentional areas. Procedures for probe removal should take place as outlined in this policy. Personnel will take reasonable measures to insure the animal's welfare is provided for, in the event that probes impact a sensitive area, or it appears the animal's health is in jeopardy. It is generally understood that as long as personnel acted appropriately, the animal's owner will be responsible for any medical attention needed by the animal.

5. **USE OF AN ADVANCED TASER ON PERSONS;**

The TASER is not a substitute for deadly force and should not be used in those situations. Deployment of the TASER should be backed up with the availability of lethal force. The TASER may be used in those situations where:

1. A subject is threatening himself, an Officer or other person with physical force and other means of controlling the subject are unreasonable or could cause injury to the Officer(s), the subject(s) or others.
2. In cases where Officer/Subject factors indicate the Officer(s), offender(s) or others would be endangered by the use of physical force.
3. Other means of lesser or equal force have been ineffective and the threat still exists to the Officer(s), subject(s) and others.
4. Center mass of the body should be targeted when firing the ADVANCED TASER, particularly the center mass of the back: as clothing tends to be tighter on this part of the body. The head and face should not be targeted unless the appropriate level of force can be justified.

The ADVANCED TASER will never be used punitively or for purposes of coercion. It is to be used as a way of averting a potentially injurious or dangerous situation. The ADVANCED TASER has an effective range of 13 feet, with a fifteen foot cartridge: and 19 feet with a 21 foot cartridge. Ranges under 3 feet may not provide adequate distribution of the probes to allow the unit to function

to its full effectiveness. *Firing the ADVANCED TASER at a subject at a range closer than 3 feet is not dangerous to the subject, however.*

Prior to the deployment of an ADVANCED TASER: the person deploying has the responsibility to visually and physically confirm that the tool selected is in fact an ADVANCED TASER and not a firearm. The deploying person should also notify dispatch, if feasible, that an ADVANCED TASER is going to be deployed. The deploying person should also notify any on-scene, assisting officers that they intend to deploy an ADVANCED TASER.

The ADVANCED TASER has the ability to ignite flammable liquids. It will not be deployed at subjects that have come in contact with flammables or in environments where flammables are obviously present. *Personnel should be especially aware of this when in known meth lab environments.*

Proper consideration and care should be taken when deploying the ADVANCED TASER on subjects who are in an elevated position or in other circumstances where a fall may cause substantial injury or death. Officers must be prepared to justify such a deployment.

6. **DUTIES AFTER DEPLOYMENT:**

Immediate action should be taken to care for the injured, to apprehend any suspects, and to protect the scene.

Once the subject has been restrained or has complied, the ADVANCED TASER should be turned off.

A TASER will not be left unattended except in exigent circumstances as when an officer is forced to act alone in taking custody of an immediate threat.

Medical personnel will be summoned to the scene to assess the subject. If the exam or other circumstances dictate the subject needs further medical treatment; the subject will be transported to the nearest medical facility. Medical treatment will not be refused for anyone who requests it.

Medical personnel will remove probes located in sensitive areas such as the face, neck, groin or breast.

Removal of probes in other areas may be done by Officers; at the discretion of the on scene supervisor. Officers will provide first aid following removal of the probes by applying iodine or alcohol wipes, and band-aids to the probe sites as needed. *Officers should inspect the probes after removal to insure that the entire probe and probe barb has been removed. In the event that a probe or probe barb has broken off is still embedded in a subject's skin; the subject should be provided appropriate medical attention to facilitate the removal of the object.*

Photographs will be taken of probe impact sites and any other related injuries.

Probes that have been removed from skin will be treated as **biohazard** sharps.

Involved personnel will attempt to locate and identify any witnesses to the incident.

Officers shall refrain from discussing the incident until the arrival of an on scene supervisor or other administrator. The involved person will brief them of the circumstances surrounding the incident and what action has taken place.

7. **SUPERVISOR RESPONSIBILITIES;**

The first supervisor on the scene should ensure that proper care is given to injured officers and/or citizens.

He/she should ensure that all responsibilities of the Officer have been carried out regarding care for the injured, apprehension of the suspects and protection of the scene.

The supervisor shall ensure the proper notifications of department command staff are made, as soon as possible.

The shift or on scene supervisor shall notify the Patrol Lieutenant if any traumatic injury has occurred due to the use of force involving the ADVANCED TASER. The Patrol Lieutenant will then notify the Chief of Police.

The Patrol Lieutenant shall determine if detectives are to be called to investigate the incident.

A Use of Force Report shall be completed and forwarded to the Sergeant, Patrol Lieutenant and Chief of Police.

All other written reports associated with the incident shall also be completed before the end of the shift and forwarded in the same manner.

D. Knives

1. Fixed blade knives will not be worn on the duty belt and should be discreetly worn.
1. The blade of the knife will be no longer than four inches.
2. Total length of opened knife will be no more than ten inches.
3. The knife is not to be used as a defensive weapon except in extreme

situations.

4. The intent of this policy is that the knife is used to assist officers in freeing victims.
 5. The department will not issue knives.
- E. Other: Under emergency conditions an officer may use whatever weapon is available.